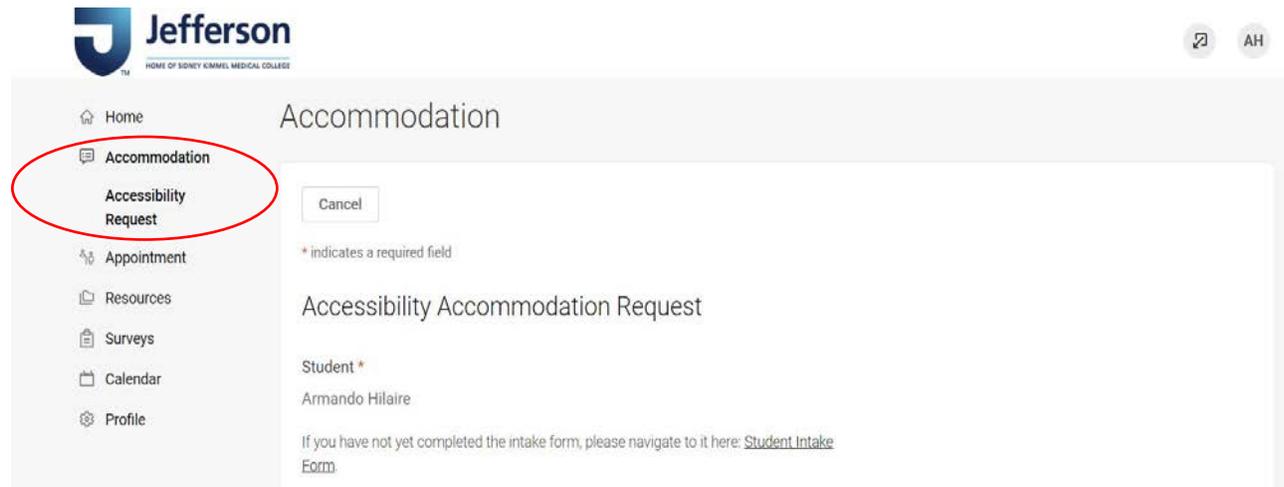


How to Request Accommodations:

1. Sign in to your account: <https://jefferson-accommodate.symplcity.com/>

Enter your Single Sign-On credentials.

2. Click on the Accommodation tab and navigate to the "Accessibility Request"



The screenshot shows the Jefferson Accommodation portal. The Jefferson logo is at the top left, and the user initials 'AH' are at the top right. A navigation menu on the left includes Home, Accommodation (circled in red), Accessibility Request (circled in red), Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and contains a 'Cancel' button, a note '* indicates a required field', and the heading 'Accessibility Accommodation Request'. Below this, the 'Student *' field is populated with 'Armando Hilaire'. A message states: 'If you have not yet completed the intake form, please navigate to it here: [Student Intake Form](#)'.

You will need to fill out the intake form:

- a. **You will see a section that states, "if you have not yet completed the intake form, please navigate to it here: Student Intake Form" which will navigate you to the form**

Student *

Armando Hilaire

If you have not yet completed the intake form, please navigate to it here: [Student Intake Form](#)

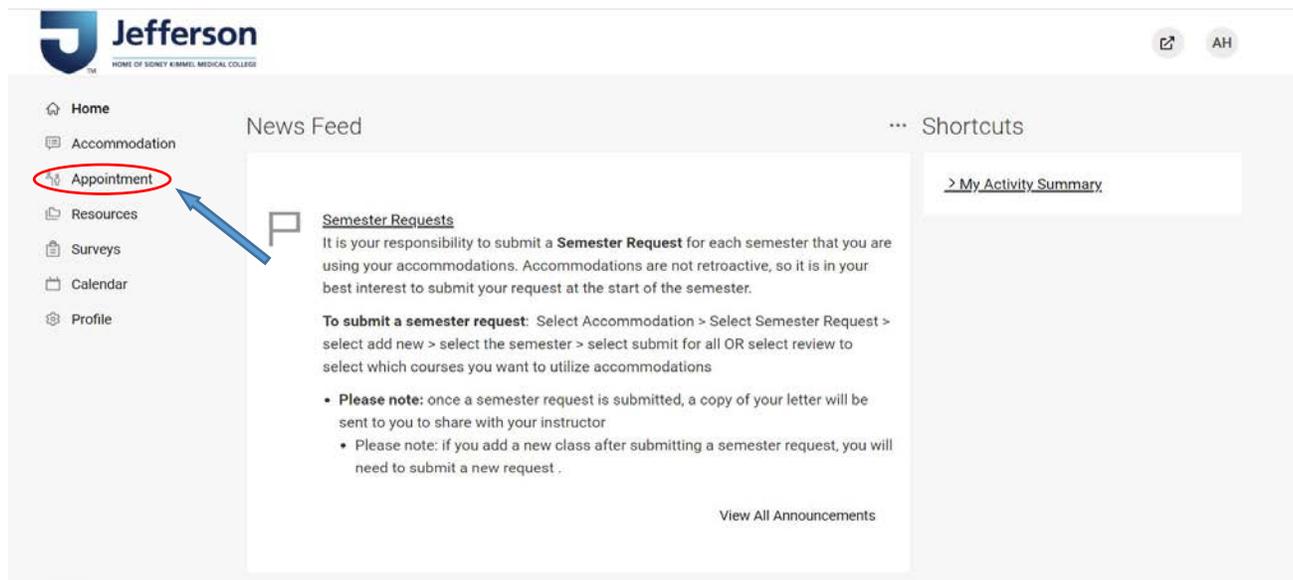
Cancel

How to Request an Appointment Through Accommodate:

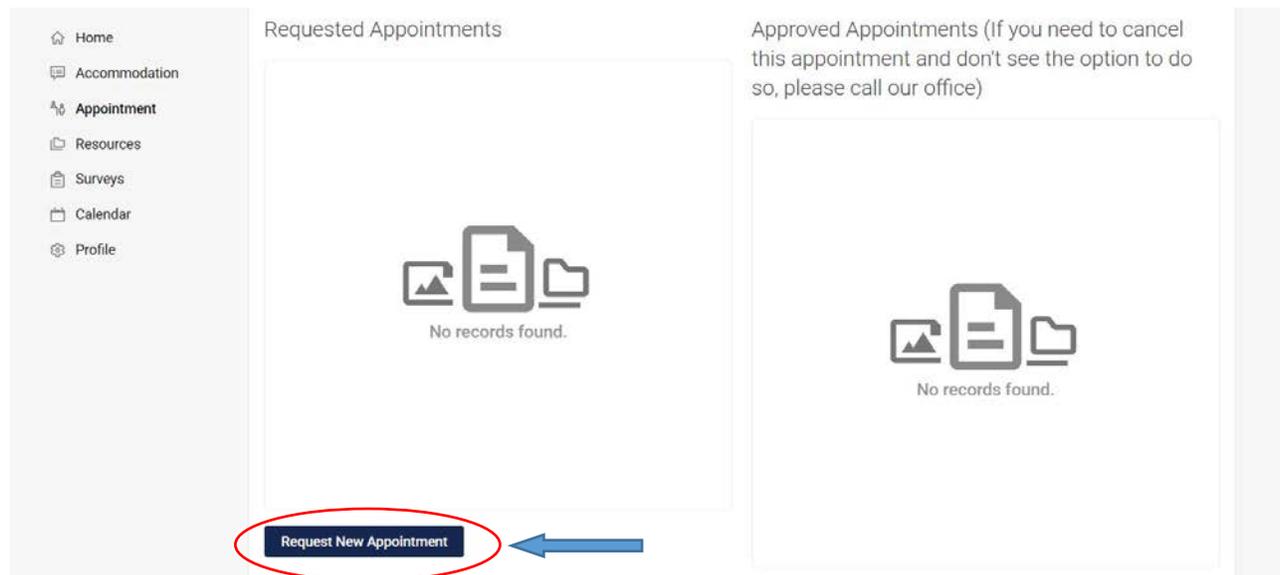
1. Sign in to your account: <https://jefferson-accommodate.symplificity.com/>

Enter your Single Sign-On credentials.

2. Click on the Appointment tab



3. On this page, you will be able to view all of your requested and approved appoints. Click on "Request New Appointment" to create a meeting.



4. On this screen, you will be able to filter by appointment type, date and time, and by day of the week. After you have made your selections, click "check availability." Availability that matches your specifications will appear on the right side of the screen.
 - a. Appointment Type include:
 - I. Accommodations Intake Appointment

II. General Accommodations Appointment

The screenshot shows the 'Advising Appointment' form. The 'Type' dropdown is set to 'Choose...'. The 'Date Range' is from 2023-08-21 to 2023-09-04. The 'Time Range' is from 09:00 am to 05:00 pm. The 'Location' is empty. The 'Counselor(s)' section has checkboxes for Jennifer Fogerty and Zoe Gingold. The 'Days of the Week' section has checkboxes for Sun and Mon. A red circle highlights the 'Check Availability' button. A red circle highlights the 'General Appointment (30 min)' option in the dropdown menu. A red circle highlights the 'Intake Appointment (45 min)' option in the dropdown menu. A red circle highlights the 'DONE' button in the dropdown menu.

Here is an example for selections have been made. Click on “Open Slot” to request that appointment slot.

The screenshot shows the appointment selection interface. The 'Type' dropdown is set to 'General Appointment (30 min)'. The 'Date Range' is from 2023-08-21 to 2023-09-04. The 'Time Range' is from 09:00 am to 05:00 pm. The 'Location' is empty. The 'Counselor(s)' section has a checked checkbox for Zoe Gingold. The 'Days of the Week' section has a checked checkbox for Sun. The right side of the screen shows a list of available appointment slots for Zoe Gingold, including Jefferson East Falls - 30 mins and Zoe Virtual Meeting Room - 30 mins, with times ranging from 2:00 pm to 11:00 am.

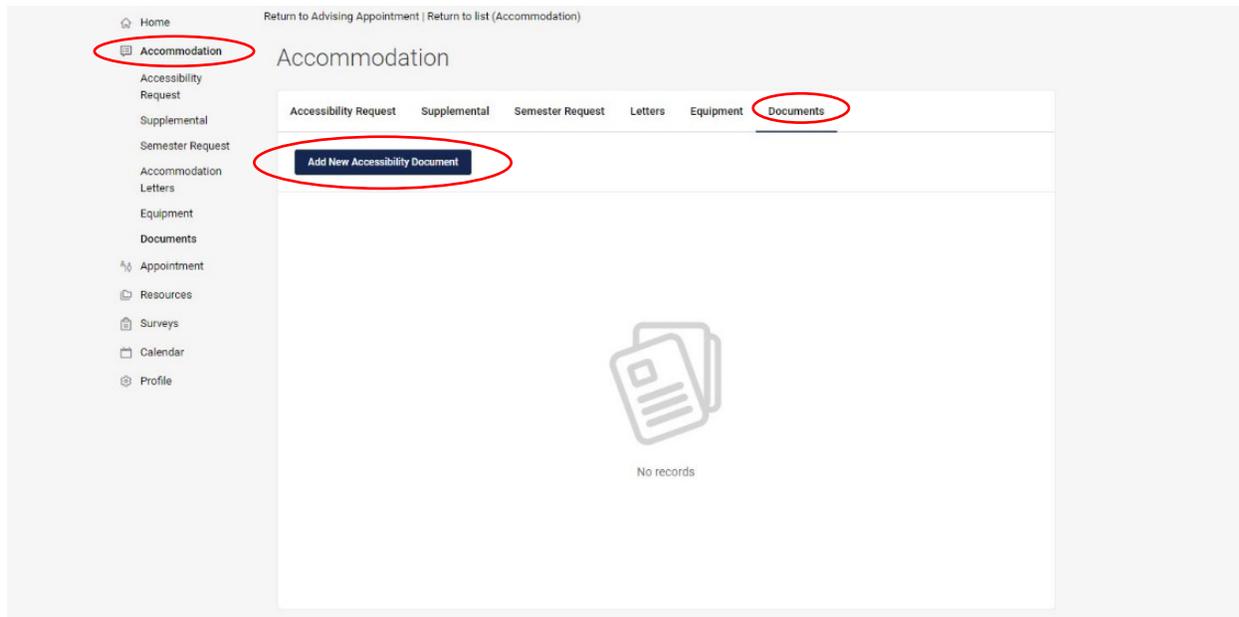
5. Confirm appointment. Please include any notes that may be relevant to your appointment.

The screenshot shows the 'Confirm Appointment' form. The 'Type' dropdown is set to 'Intake Appointment (45 min)'. The 'Reason for visit or any additional information *' field is empty. A red circle highlights the 'Reason for visit or any additional information *' field. A blue 'Submit Request' button is at the bottom.

6. Once you have confirmed the appointment, the request will show in your **Appointment tab**. From here, you will be able to cancel or reschedule any appointments

How to Add Documentation

1. Click on the Appointment tab and navigate to the “Documents” section where you can upload any medical documentation (formal reports)

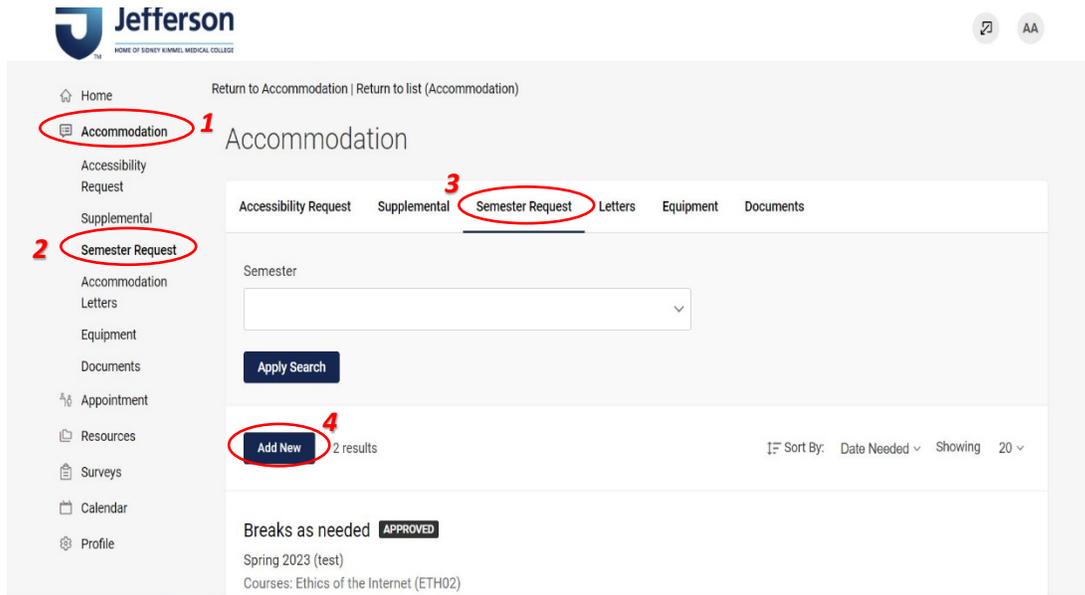


How to Make Semester Requests

1. If you already have accommodations previously navigate to the “Semester Request” tab.
 - a. It is your responsibility to submit a Semester Request for each semester that you are using your accommodations. Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.
 - b. **To submit a semester request:** Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations
 - c. If you select Submit for All Accommodations, you are requesting that all of your accommodations are applied to all of your next semester classes.
 - d. If you select Review the Renewal, you have the opportunity to review your approved accommodations and delete them as necessary. Complete this process for each accommodation listed.

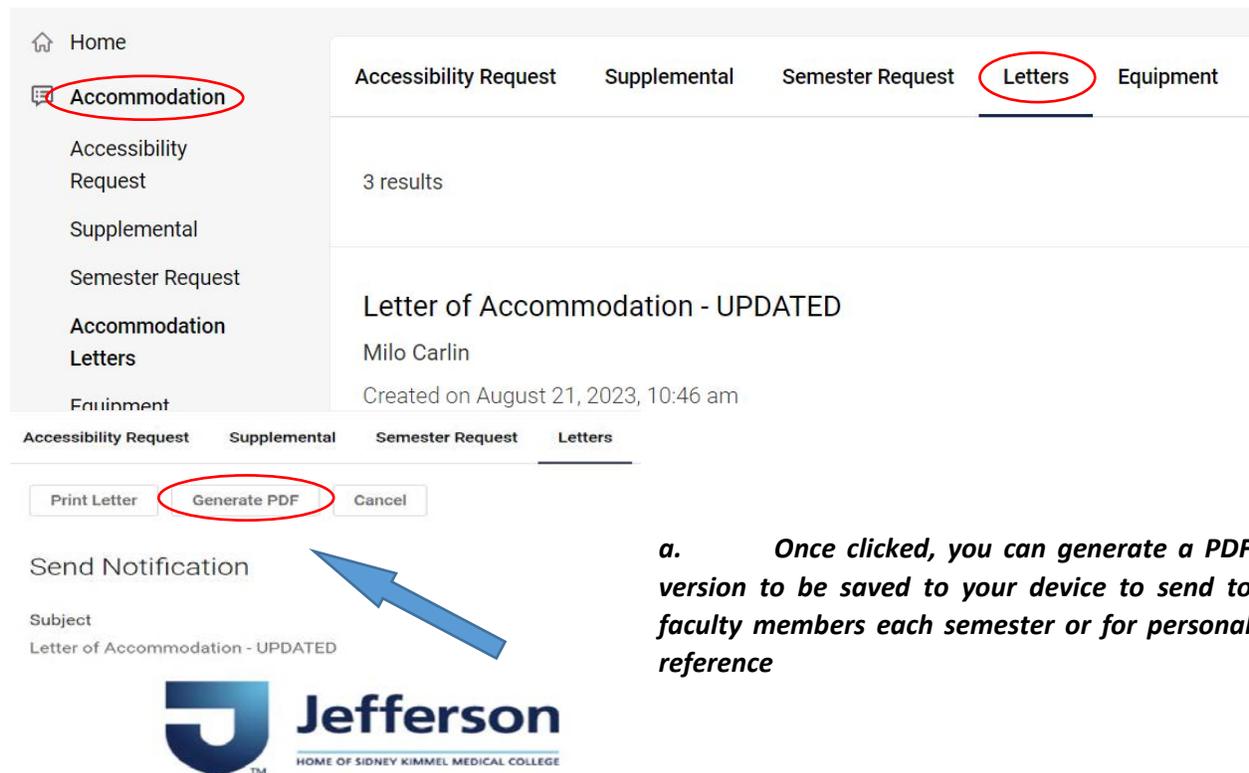
Please note: once a semester request is submitted, a copy of your letter will be sent to you to share with your instructor

Please note: if you add a new class after submitting a semester request, you will need to submit a new request.



How to Access your Accommodation Letter

1. Click on the Accommodation tab and select "Accommodation Letters" from the submenu
2. Click on the name of the document you would like to access



a. Once clicked, you can generate a PDF version to be saved to your device to send to faculty members each semester or for personal reference